

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5239

**TITLE:** PLANNING TECHNICIAN II

**GRADE:** S-18

**DEFINITION:**

Under limited supervision, performs complex and technical work in support of one or more phases of planning and zoning; performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Planning Technician II is distinguished from the Planning Technician I in that the Planning Technician II perform complex and technical paraprofessional work requiring more independent decision making; greater responsibility for final work products (i.e., analysis of information, complex calculations, judgment and decision making). The Planning Technician II class is distinguished from the Planning Technician III in that the Planning Technician II performs complex and technical work, whereas the Planning Technician III supervises lower level Planning Technicians.

**ILLUSTRATIVE DUTIES:**

Assists with the over-the-counter permit processing operations;  
Reviews and provides zoning approval for Building Permit applications for new residential, commercial and industrial construction and additions;  
Reviews and provides zoning approval and issuance of Non-Residential Use Permits (Non-RUP) and Home Occupation Permits;  
Cross checks business licenses with Home Occupation Permits and verifies Non-RUPs for uses reflected on parking tabulations;  
Updates zoning maps to reflect recent changes and revises property files to reflect address changes;  
Makes computations to determine coordinates, land areas, side yards, construction parameters, etc.;  
Monitors the flow of permit applications to ensure efficient and accurate approvals;  
Researches and evaluates new applications for potential use;  
Examines and processes site and development plans, such as grading plans and house location plats; and subdivision design plats for conformance with the Zoning Ordinance;  
Provides verbal responses to requests for planning and zoning information and/or responds to specific questions related to specific zoning applications;  
Provides plan, permit and inspection status to applicants, managers and other departments;  
Meets directly with applicants to facilitate filing or to resolve filing issues of development review applications and ensure application is completed;  
Receives and reviews submission applications (e.g. for rezonings, special exceptions, or appeals) for compliance with the set submission requirements, including researching history and legal status of the property and notifies applicants of deficiencies or acceptance within established timelines;  
Drafts letters to applicants or other parties as assigned;  
Enters required data regarding new applications into the appropriate database;

May establish and monitor project schedules and assist others by maintaining paper and electronic files of information.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Good working knowledge of the Comprehensive Plan, Zoning Ordinance and/or Zoning Maps;  
Working knowledge or familiarity with automated information, mapping and data base management systems;

Ability to read and interpret site plans, grading plans, house location plats, subdivision and building plans and drawings;

Ability to interpret and to apply regulations of the Comprehensive Plan and/ or Zoning Ordinance to reports, zoning applications and/ or other assignments;

Ability to work independently and to make routine decisions regarding compliance with the Zoning Ordinance;

Ability to research and to document history of specific property;

Ability to manage many competing applications or work assignments in various stages of acceptance/completion;

Ability to maintain and retrieve files;

Ability to write and speak effectively;

Ability to maintain effective relationships with County officials, employees and the public.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education;

PLUS

Three years of non-professional planning or zoning related work, as defined by the area to which assigned.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

None.

REVISED:

May 18, 2005

ESTABLISHED:

February 26, 1990